



## CIDBIA Board Meeting Minutes

4pm on January 20, 2016, at IDEA Space (409 Maynard Ave. S)

Board Members Present: Larry Larson (Co-President), Ken Louie (Co-President, I-Miun Liu (Treasurer), Diane King (Secretary), Barb Wilson, and Maiko Winkler-Chin

Board Members Absent: Aaron Crosleycone, Tuck Eng, and Lei-Ann Shiramizu

Staff Present: Jessa Timmer, Executive Director

### **1. Call to Order and Welcome**

Larry Larson called the meeting to order at 4:12pm. Jessa welcomed board members and mentioned a short 15 minute film would be shown toward the end of the meeting.

### **2. Staff Update presented by Jessa Timmer**

1. Staff sends their thank you to the board for having the days off between Christmas to New Years
2. BIA Office now more transparent since film taken off a portion of the door and Jessa's office. A sign has been installed signifying the office and a sign will shortly be installed listing office hours: M & W Noon to 5 p.m.
3. A new employee handbook is being written with advice from Alliance for Pioneer Square and should be ready for presentation to the board in March.
4. Orca cards (cost \$50 each) will be given monthly to each BIA staff member.
5. Holiday party will be next Monday, January 25 from 5:30-7:00 pm.
6. 2015 deliverables and funding has been complete. Awaiting the completion of printing of the community brochures which should be available shortly.
7. 2016 OIS funding from OED will be less than asked for. Perhaps other city funding sources can be found to make up for the loss.
8. BIA budget has been submitted to the City Budget Office. Copy of submission given to board members.
9. Getting quotes for Chinatown Gate cleaning. Still need to contact companies about structural assessment. Perhaps funding for this project could be found. Perhaps frequency of structural assessment could be revisited with city.
10. Jessa plans to meet weekly or bi-weekly with Idea Space personnel and Ethnic Business Coalition.
11. Lunar New Year, Feb. 13 from 11-4. Social marketing will be target of advertising. 90% of sponsorships have come in. Expect to have 100% before event. This will be the last event under contract for Piranha Blond. Monisha will put out an RFP for upcoming events for the rest of the year. It was suggest that BIA look into a multi-event or community wide permit for restaurants to serve outside their establishments during

events. Jennifer Tam was suggested as a contact at King County Public Health for looking into such permits.

12. Jessa will bring a notebook to meetings which will hold documents pertinent to the BIA. Individual members of the board would be able to view documents on line via a venue to be agreed upon later.

### **3. Financials**

Copies of the 2015 budget reports were handed out and discussed. \$50,000 is currently in the Bank of America account. At present the forecast is for an \$80,000 deficit for 2016. This is not a deficit in BIA assessment funds and most likely will be absorbed through grants, fundraising and/or sponsorships.

### **4. Open Public Meeting Act**

A short film was shown regarding the Open Public Meetings Act (OPMA). All board members present watched the film. A brief discussion followed the film.

The OPMA was passed in 1971 and requires all state boards, commissions, committees, councils, educational institutions or other state agencies conduct their meetings be open to the public. A meeting of a governing body occurs when a majority of its members (quorum) gathers with the intent of transacting the governing body's business. All meetings must be ADA accessible. OPMA is only required for BIA assessment funding matters. A meeting can occur by phone or email (an exchange of e-mail could constitute a meeting if a quorum of the members participate in the email exchange and discuss agency business). OPMA also applies to retreats, workshops and study sessions etc. No meeting occurs if the governing body lacks a quorum. A collective positive or negative decision or an actual vote by a majority of the governing body or by the committee must be taken in public even if deliberations were in closed session. No public comment period is required by OPMA. There are penalties for violating the OPMA. Minutes of public meetings must be promptly recorded and open to public inspection. Minutes of an executive session are not required to be posted. The open government training act requires OPMA training for every member of a governing body within 90 days of assuming their duties.

More information: <http://www.atg.wa.gov/open-government-training>

### **5. Updating current BIA rate payers list**

A decision must be made whether to back-charge businesses and building owners who are not presently being charged BIA dues. It is felt reorganization of the BIA will take time and revenue could be increased by reaching out to those not on the ratepayer list. It also would be more equitable for all constituents. If businesses are to be added as rate payers, the square footage of the business must be obtained.

### **6. BIA Renewal Committee**

The BIA renewal committee will be made up of Barb Wilson, Larry Larson, I-Miun Liu and Ken Louie. Outside members can be recruited to work on the committee. It was suggested getting an outside member from a non-profit organization. Meetings will be held at least once a month. A timeline will be set up after the group meets with Brian Scott.

**7. Other business**

- Three members of the BIA are on the Mayor's Public safety taskforce.
- The community cameras are back in operation.
- Inactive members have been contacted and are no longer on the board.

**8. Adjourn**

Larry Larson adjourned the meeting at 5:50pm

**Action Items:**

- New employee handbook to be written
- Look into getting outside use permits for businesses during events
- Continue to get estimates for gate cleaning and structural assessment as well as look into funding sources
- Decision to back charge businesses and buildings and set up action plan to move forward
- Pursue getting community members onto the BIA renewal committee

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Respectfully submitted by Diane King